



## MIDDLETON PARISH CHURCH SCHOOL ADMISSION ARRANGEMENTS 2016-2017 ADMISSION ARRANGEMENTS - Guidance for 2016-2017

*Thank you for enquiring about a place in our school. These guidance notes should explain the process to you and we have also attached a copy of our policy (which is also in the prospectus).*

### **Making an application**

Applications for admission to the school should be made on the common application form enclosed with the Local Authority's brochure and also if the application is being sought on church attendance the school's own supplementary form is to be completed. The common application form must be returned to the local authority direct and the supplementary form returned to school. All applications must be received by **15th January 2016**

**Applications may also be made on-line by using the common application form. If you wish Church Attendance to be taken into consideration you will need to collect the Supplementary Form from the school. It is not normally possible to change the order of your preferences for schools after the closing date. Whether application is made on paper or electronically, both forms must be completed.**

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on the **16<sup>th</sup> April 2016** by second class post. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

### **Admission procedures**

The number of places available for admission to the Reception class in the year 2016 will be a maximum of 60. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

In the event that there are more applicants than places, the governing body will allocate places using the attached criteria.

### **Admissions information:**

Last year there were 110 applications. The Admissions Committee applied the criteria and offered 60 places, 60 were taken up.

### **Late applications for admission**

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Address of pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal address of the child will be the one used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address, e.g.



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identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

### **Non-routine admissions**

From September 2013 the Local Authority no longer has a duty to co-ordinate in-year admissions. Any parent is able to apply to any school at any time. The Local Authority will provide an appropriate in-year common application form and our school, which is its own admissions authority, has a duty to administrate the offer of a place (or refusal) and inform the Local Authority that an application has been received and the outcome of that application.

### **Appeals**

Parents have the right to appeal to an independent Appeals Committee if their application is not successful in the first instance. Information about this is provided by the LA.

Under the Code of Practice on Admissions to Schools, (2007), parents have the right to refer a school's admission policy to the School's Adjudicator if it fails to conform to the provisions of the Code.

Letters of appeal should be addressed to:

The Clerk to the Governing Body, Middleton Parish Church School, Springfield Road, Middleton, Manchester M24 5DL

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

### **Fraudulent applications**

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

### **Twins**

Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so'

### **Deferred admission**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.



## Admissions Policy

Admissions to an Aided school are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority. The school will admit all children having a statement of special educational needs in whose statement the school is named.

The standard number agreed for admission to the Reception Class is 30. In the event of oversubscription for the remaining places, the decision on which children will be admitted will be based on the following criteria in numerical order:

1.	Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
2.	Children whose medical or social circumstances mean that their needs can only be met at this school.
3.	Children who will have an older brother or sister attending the school at the time of their admission.
4.	3 places will be allocated to children who do not meet the above criteria but live in the closest proximity to the school.
5.	Baptised children whose parent(s)/guardian(s) are in regular attendance at St Leonard's Middleton or St. John's Thornham.
6.	Baptised or dedicated children whose parent(s)/guardian(s) are in regular attendance at a church within Middleton which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
7.	Any other children from the parishes of St Leonard's Middleton and St. John's Thornham.
8.	Any other children.

### Notes:

- a) Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1<sup>st</sup> September in the year before admission to the school. Evidence of infant baptism or dedication of the child and of regular attendance of parent(s)/guardian(s) **must be provided by a member of the clergy or other designated church officer on the form provided.**
- b) Where there are more applicants for the available places within a category, then the shortest, suitable walking distance is measured using a computerised mapping system which uses the Ordnance Survey integrated network. The distance is measured from the main gate of the school to the child's normal home front door. This is the final determining factor, nearer addresses having priority over more distant ones. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
- c) Where admission is sought under special medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the school is the most suitable for the child and the difficulties that would be caused if the child had to attend another school.
- d) Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
- e) Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name



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is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. The waiting list will be held for 12 months.

If you wish your child's/your church attendance to be considered please complete this supplementary form and return it to the school with your application form.

(If you complete the application form on-line, please forward/return this form directly to school)

Supplementary form (Section A) - (Parent(s)/Guardian(s) Statement

Name of child:

Surname ..... Christian names .....

Date of birth ..... Boy [ ] Girl [ ]

Date of Baptism/Infant Dedication .....

Name of parent(s)/guardian(s) .....

Address .....

.....

.....

Post code .....

Telephone ..... Mobile .....

Place of worship one of the parents / guardians regularly attends:

Name of place of worship .....

Address .....

.....

Name of vicar / priest / minister / faith leader .....

Address .....

.....

Post code .....

Telephone .....

In the event of over-subscription Governors may also consider the following:

Worship attendance:

Do you regularly attend worship? Yes/No (please delete as applicable)

Your faith leader will be contacted in order to confirm this information.

SIGNED.....Parent/Guardian

PLEASE NOW COMPLETE THE OTHER SIDE OF THIS FORM



## Supplementary Form (Section B) – Reference from Church Leader

Name of child:

Surname .....Christian names .....

Name of parent(s)/guardian(s) .....

Address .....

.....

.....

Post code .....

Telephone ..... Mobile .....

Place of worship one of parents / guardians regularly attends:

Name of place of worship .....

Address .....

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Name of vicar / priest / minister / church officer .....

Address .....

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.....

Post code ..... Telephone .....

I confirm that one (or both) of the parent(s)/guardian(s) named above have attended church at least fortnightly for the past year.

SIGNED..... Vicar/priest/minister/ church officer

DATE.....